



African Centre for Treatment and Rehabilitation of Torture Victims

ADVERTISEMENT FOR POSITION OF MONITORING AND EVALUATION MANAGER

The African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) is a Non-Governmental organization in Uganda which commenced operations in 1993 whose mandate includes advocacy against torture and provision of physical and psychological treatment and rehabilitation, social support and legal services to survivors of torture.

ACTV is seeking to recruit dynamic, energetic and result oriented individuals for the position of:

MONITORING AND EVALUATION MANAGER

Position	Monitoring and Evaluation Manager
Directorate	Monitoring & Evaluation
Responsible To	Head of Program
Responsible For	Research and Documentation Officer
Working Relationships	Internal: Head of Departments / Staff
	External: Civil Society, Human Rights Organisations/Ministries, Departments and Agencies/Development Partners/ Service providers/survivors of Torture.

MAIN PURPOSE OF THE JOB

Oversee the development and implementation of systems for monitoring and evaluation of all ACTV's programmes

DUTIES AND RESPONSIBILITIES

1. Lead the conceptualization, development, implementation and monitoring of the ACTV programmes in line with ACTV Strategy.

- Guide in the conceptualization and development of the programme strategy monitoring and evaluation plan.
- Coordinate periodic reviews of ACTV's programme strategy
- Develop and implement change management plans related to programming and related approach.
- In conjunction with the line managers, monitor the implementation of programs and attainment of targets specified in the ACTV strategic plan and work plans.

2. Ensure compliance to set up development partners' standards and requirements. Coordinate program development, review and evaluation processes in line with ACTV strategy

- Provide technical guidance in the development of strategic plans and budget
- Review and ensure alignment of program priorities, strategies and plans to the broader ACTV strategies and plans
- Coordinate program and project reviews and evaluation
- Ensure use by all program staff of indicators for the monitoring and evaluation of ACTV programs

3. Ensure program plans and budgets are implemented in line with organizational policies, procedures and standards.

- Monitor and take corrective action on program and project plans and budget-performance.
- Review and approve program concepts and related budgets
- Participate in planning and budgeting for ACTV
- Participate in fundraising for ACTV

4. Prepare periodic program audit plans

- Prepare checklists for conducting program audit exercises.
 - Document audit findings and follow-up actions thereafter.
 - Review all program reports and identify bottlenecks to quality service delivery.
5. Lead the documentation and development of reports
 - Develop and implement guidelines for improved documentation, success stories, etc.
 - Review documentation drafts for quality and adherence to the set guidelines
 6. Responsible for the efficient use of resources, compliance to the organizational policies and procedures and manage the team of staff.
 - for efficient use of financial resources and organizational assets.
 - Ensure compliance to all the relevant policies and procedures in execution of activities
 - Manage the performance of staff by implementing the performance management systems of ACTV and through coaching and mentoring
 7. Oversee program monitoring, review, documentation and evaluations
 - Follow up and obtain regular updates/reports on progress of projects
 - Conduct periodic reviews, including mid-term reviews as necessary
 - Receive, consolidate and prepare reports on project implementation and status
 - Prepare and share monitoring and evaluation reports

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KEY PERFORMANCE INDICATORS

1. Timely submission of Reports
2. Accurate and timely quarterly and annual monitoring and evaluation reports
3. Annual Departmental work plan and budget in place

JOB SPECIFICATION

Qualifications

- Degree in either Development Studies, Human Rights, Social Sciences, Education or equivalent
- **Postgraduate/Professional qualification in relevant field**

Experience

4 years' experience of which 2 should be at managerial level in an NGO setting.

Competencies

- Research skills
- Report writing skills
- Interpersonal and Networking skills
- Teamwork with the ability to steer working groups
- Knowledge management
- Strong analytical and conceptual skills

How to apply

Interested applicants should send their applications to the address below using the emails actv@actvuganda.org and ceo@actvuganda.org

Chief Executive Officer

African Centre for treatment and rehabilitation of torture victims (ACTV)

Plot no. 113, Own Road,

Off Tuffnill Drive Kamwokya

P.O.Box 6108

Kampala, Uganda.

Deadline for submission is Monday 12th October 2020.